

Locum Orientation Checklist

The following locum orientation checklist is meant as a guide and not an exhaustive list of all items associated with preparing for and orientating a locum physician.

Prior to the Locum Physician's Arrival		Additional Comments
	Share the Richmond Division's Welcome Handbook with the locum	
	Confirm locum time of arrival and communicate with colleagues and staff	
	Determine who will perform the orientation	
	Determine who will be the primary contact person	
	Make an effort to ensure that your locum will be busy while you are gone	
	Inform office staff to ensure that locums are incorporated into daily flow, groups, daysheets etc.	
Contracts and Payment Forms		
	Sign contract and complete Schedule A	
	Complete the Provincial Locum Assignment of Payment Form and fax to MSP	
Introductions		
	Physician colleagues and staff	
General Site Orientation		
	Building access requirements, including keys, photo ID or internal and external security systems	
	Building and amenities (staff room, toilets, etc.)	
	Sample cupboard and in-office emergency kit	
Office Protocols		
	Clinic hours, including breaks and lunch	
	Billing process	
	Payroll procedures	
	Dress code	
	Emergency procedures	
Practice Policies and Procedures		
	Inbox/outbox for paperwork	
	Storage and availability of procedural equipment e.g. needles, vaccines, bandages/minor wound materials, liquid nitrogen, suture removal kits, PAP, IUDs, mole removals, etc.	
	Process for ordering labs, including timeframes for returned results	
	Infection control procedures	
	Hazardous waste material procedures	
	Patient booking procedure e.g. patients/hr, time allotted for regular visits/CPX/PAP, same day appointments	

	Patient records	
Hardware/Software Orientation		
	Office equipment	
	Computer hardware, including user IDs and passwords	
	Wireless, including user IDs and passwords	
	Printers and copiers, including keycode access	
	Email, including user IDs and passwords	
	EMR, complete with login, password and appropriate permissions/rights (such as access to labs) and training (referral processes, Rx fills, chart notes, etc.)	
	Contact(s) for technical assistance	
	Useful websites or point-of-care tools	
	Fax and phone system	
	Dictation system	
	Paging system	
Special Needs Patients		
	List of special needs/vulnerable patients with list of pending results and recommendations for management	
Work Outside of Office Hours		
	List of usual visitation days for residential care	
	On call requirements	
	List of patients who may require house calls	
Contact Information		
	Physician colleagues and staff (incl. roles)	
	List of healthcare facilities	
	List of preferred specialists	
	List of preferred pharmacists	
	List of preferred allied health care providers	
	Call group members, along with their contact information and handover policies	